

Service Substitutions Instructions

You may request a service substitution when there is a change in the products and/or services as specified in the Form 471 application.

The SLD permits a service or product substitution that meets the following conditions:

- Same functionality as in original application;
- No increase in the requested pre-discount amount. (The substitution amount may be higher, but will only be funded at the amount originally approved);
- Does not violate any contract provisions or state/local procurement laws;
- Does not increase the percentage of ineligible services or functions;
- Consistent with the establishing Form 470 posting and original RFP.

Service substitution requests must be in writing. The following information must be provided on district letterhead and signed:

- Applicant Name
- Billed Entity Number
- Funding Request Number (FRN)
- Form 471 Application Number
- Submitter of Request
- Title of Submitter
- Submitter Phone
- Submitter E-Mail Address

The body of the request must contain:

- From and To List
 - For changes in physical equipment, include manufacturer, model number, description/function, and cost for each line item.
 - For changes in recurring service, include the description/function, and cost for each line item.
- Original Commitment Amount
- Revised Commitment Amount (if changed)
- The following certifications:
 - The substituted products/services have the same functionality as contained in the original proposal;
 - The substitution does not result in an increase in the percentage of ineligible services/functions;
 - The substitution does not violate any contract provisions;

Service Substitutions Request
Page 2

- The requested change is consistent with the original Form 470 and any RFP for the original services
- The requested change is in compliance with all applicable state/local procurement laws; and
- The applicant has secured access to all of the resources necessary to make effective use of the modified services as well as pay the discounted charges for eligible services.

The SLD will respond in writing to the service substitution request, either by approving or denying the request.

False statements on a service substitution request carry the same penalties as those on the Block 6 of the Form 471.

The request may be sent via mail or fax.

Address:

Service Substitutions
Schools and Libraries Division
Box 125 – Correspondence Unit
80 S. Jefferson Road
Whippany, NJ 07981

FAX:

Attention: Service Substitution
973-599-6526

For further information, go to the SLD's web site at:
www.sl.universalservice.org/reference/ServiceSub.asp

Example of Service Substitution Request:
www.sl.universalservice.org/reference/ServiceSub.asp#fullrequest